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Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
DHR Director

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Deputy Director,
Personnel/Administration

Steve Lefiti
Acting Deputy Director,
WIOA

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

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| Job Title: Executive Assistant | | Posting Date: November 29, 2021 | Serial No.: 221-21 |
| Department/Division: Public Health/ASHSRB | | Closing Date: December 13, 2021 | Announcement No.: 163-21 |
| Type of Position: Permanent Appointment | Posting Type: Employment Opportunity/ Open to Public | Pay Grade and Salary Range: GS 09/ \$16,467 - \$41,817 p.a. | |

General Description:

Senior Administrative Assistant collects, reviews, analyzes complex and/or confidential data and prepares reports, charts, budgets and other presentation materials. Provides administrative support in a variety of functions to the department/division head. Schedule coordinates meetings and other activities. Responds to routine or confidential inquiries from external or internal sources with correspondence or other messaging. Also performs a variety of administrative support functions for the department to provide efficient, effective and customer service-focused operation.

Key Duties and Responsibilities:

- Provide administrative support to the American Samoa Health Services
- Collects, review and analyze application for AS medical licensure before presenting it to the Board for approval
- Maintains confidential data for all medical licensure in AS (applicants files and personal information), makes sure all active licensures is current and up to date. Send out renewal and expiration reminders. Process renewal applications to maintain local license requirements.
- Coordinate and communicate board meetings to all board members, prepare reports and budget presentations for board meetings. Prepare meeting minutes to disperse among board members.
- Responds to licensure inquiry, provides license verification and seeks verification of applicant's credentials and previous license if applicable.
- Prepare monthly and quarterly reports, budgets to accurately record the board's progress and process.
- Compile documentation and information as required to satisfy board requirements and regulations.
- General administrative duties including, reviewing, following up on request and action statuses, and maintaining records per retention requirements.
- Perform other job-related duties as assigned

This is an Equal Employment Opportunity Employer

Knowledge, Skills and Ability:

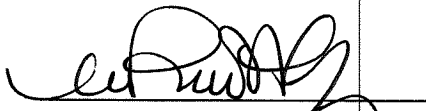
- Must have excellent attention to detail
- Must have sound written and oral communication skills, strong working knowledge of computer application within windows-based environment

Academic and Experience Requirements:

- Applicant must have an Associate Degree from an accredited school plus 4 years of experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources